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HIGH-LEVEL REGIONAL PREPARATORY MEETING
Vienna, 17-21 October 1994
Item 3 of the provisional agenda

PROVISIONAL RULES OF PROCEDURE

CHAPTER I
Representation and credential

Rule 1

Each State participating shall be represented at the High-level Preparatory Meeting by an accredited representative*.

Rule 2

A representative may be accompanied to the sessions of the High-level Preparatory Meeting by alternate representatives and advisers and, when absent, may be replaced by an alternate representative.

Rule 3

The credentials of each representative appointed to the High-level Preparatory Meeting, together with a designation of alternate representatives, shall be submitted to the Executive Secretary if possible not less than two weeks before the opening of the High-level Preparatory Meeting.

Rule 4

The Chairperson and the Vice-Chairpersons shall examine the credentials and report upon them to the High-level Preparatory Meeting.

CHAPTER II

* ECE terms of reference will govern the participation of member States of the United Nations in the High-level Preparatory Meeting.

Officers

Rule 5

The High-level Preparatory Meeting shall, at its opening session, elect from among its representatives a Chairperson, five Vice-Chairpersons and a Rapporteur, who shall hold office for the duration of the High-level Preparatory Meeting.

Rule 6

If the Chairperson is absent from a meeting, or any part thereof, one of the Vice-Chairpersons, designated by the Chairperson, shall preside.

Rule 7

If the Chairperson ceases to be a representative of a delegation participating in the High-level Preparatory Meeting, or is so incapacitated that he/she can no longer hold office, one of the Vice-Chairpersons, designated by the High-level Preparatory Meeting shall become Chairperson for the remainder of the Meeting. In that case, or if one of the Vice-Chairpersons ceases to be the representative of a delegation participating in the High-level Preparatory Meeting, or is so incapacitated that he/she can no longer hold office, the High-level Preparatory Meeting shall elect another Vice-Chairperson for the remainder of the Meeting.

Rule 8

The Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

Rule 9

The Chairperson or the Vice-Chairperson acting as Chairperson shall participate in the meetings of the High-level Preparatory Meeting as such and not as the representative of a delegation by whom he/she was accredited. The High-level Preparatory Meeting shall admit an alternate representative to represent that delegation in the High-level Preparatory Meeting and to exercise its right to vote.

CHAPTER III

Bureau

Rule 10

The Chairperson, the Vice-Chairpersons and the Rapporteur of the High-level Preparatory Meeting shall constitute the Bureau. The Chairperson of the High-level Preparatory Meeting, or in his/her absence, one of the Vice-Chairpersons designated by him/her, shall serve as Chairperson of the Bureau.

Rule 11

The Bureau shall assist the Chairperson in the general conduct of the business of the High-level Preparatory Meeting and, subject to the decision of the High-level Preparatory Meeting, shall ensure the coordination of its work.

CHAPTER IV

Subsidiary Organs

Rule 12

The High-level Preparatory Meeting may establish one or two open-ended drafting group(s) as it deems necessary for the performance of its functions. Each open-ended drafting group, unless it decides otherwise, shall elect a moderator.

Rule 13

The open-ended Drafting Group(s) shall apply these rules of procedure mutatis mutandis.

CHAPTER V

Opening of the Meeting

Rule 14

The High-level Preparatory Meeting shall, to the extent possible, at its first meeting:

(a) Adopt its agenda, the draft of which shall, until such adoption, be the provisional agenda of the High-level Preparatory Meeting;

(b) Elect its officers and constitute its subsidiary organs;

(c) Adopt its rules of procedure.

CHAPTER VI

Secretariat

Rule 15

The Executive Secretary shall act in that capacity at all meetings of the High-level Preparatory Meeting. He may appoint another member of the staff to take his place at any meeting.

Rule 16

The Executive Secretary or his representative may at any meeting make either oral or written statements concerning any question under consideration.

Rule 17

The Executive Secretary shall direct the staff provided by the Secretary-General and required by the High-level Preparatory Meeting.

Rule 18

The Executive Secretary shall be responsible for the necessary arrangements being made for the High-level Preparatory Meeting.

Rule 19

The Executive Secretary in carrying out his functions shall act on behalf of the Secretary-General.

CHAPTER VII

Conduct of business

Rule 20

A majority of the States participating in the High-level Preparatory Meeting shall constitute a quorum.

Rule 21

In addition to exercise the powers conferred upon him/her elsewhere by these rules, the Chairperson shall declare the opening and the closing of each session of the High-level Preparatory Meeting, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, put questions to the vote, and announce decisions. The Chairperson may also call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rule 22

During the discussion of any matter a representative may raise a point of order. In this case the Chairperson shall immediately state his/her ruling. If it is challenged, the Chairperson shall forthwith submit his/her ruling to the High-level Preparatory Meeting for decision and it shall stand unless overruled.

Rule 23

A representative may at any time move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to two representatives favouring and to two opposing the adjournment, after which the motion shall be put to the vote immediately.

Rule 24

During the course of a debate the Chairperson may announce the list of speakers and, with the consent of the High-level Preparatory Meeting, declare the list closed. When there are no more speakers, the Chairperson shall, with the consent of the High-level Preparatory Meeting, declare the debate closed. Such closure shall have the same effect as closure by decision of the High-level Preparatory Meeting.

Rule 25

A representative may at any time move the closure of the debate whether or not any other representative has signified his/her wish to speak. Not more than two representatives may be granted permission to speak against the closure.

Rule 26

The Chairperson shall take the sense of the High-level Preparatory Meeting on a motion for closure. If the High-level Preparatory Meeting is in favour of the closure, the Chairperson shall declare the debate closed.

Rule 27

The High-level Preparatory Meeting may limit the time allowed to speakers and the number of times the representative of each State participating may speak on any question; permission to speak on a motion to set such limits shall be accorded only to two representatives favouring and to two opposing such limits, after which the motion shall be put to the vote immediately. Interventions on procedural questions shall not exceed five minutes unless the High-level Preparatory Meeting decides otherwise. When debate is limited and a speaker exceeds the allotted time, the Chairperson shall call him to order without delay.

Rule 28

The right of reply shall be accorded by the Chairperson to any State participating who requests it. Representatives should attempt, in exercising this right, to be as brief as possible and preferably to deliver their statements at the end of the meeting at which this right is requested.

Rule 29

Principal motions and resolutions shall be put to the vote in the order of

their submission unless the High-level Preparatory Meeting decides otherwise.

Rule 30

When an amendment revises, adds to or deletes from a proposal the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then be put to the vote.

Rule 31

If two or more amendments are moved to a proposal, the High-level Preparatory Meeting shall vote first on the amendment furthest removed in substance from the original proposal, then, if necessary, on the amendment next furthest removed and so on, until all the amendments have been put to the vote.

Rule 32

The High-level Preparatory Meeting may, at the request of a representative, decide to put a motion or resolution to the vote in parts. If this is done, the text resulting from the series of votes shall be put to the vote as a whole.

CHAPTER VIII

Voting

Rule 33

Each ECE member State shall have one vote.

Rule 34

Decisions of the High-level Preparatory Meeting shall be made by a majority of the States participating present and voting.

Rule 35

The High-level Preparatory Meeting shall take no action in respect of any country without the agreement of the Government of that country.

Rule 36

The High-level Preparatory Meeting shall normally vote by show of hands. If any representative requests a roll call, a roll call shall be taken in the English alphabetical order of the names of the States participating in the High-level Preparatory Meeting.

Rule 37

All elections shall be decided by secret ballot, unless, in the absence of any objection, the High-level Preparatory Meeting decides to proceed without taking a ballot on an agreed candidate or slate.

Rule 38

If a vote is equally divided upon matters other than elections, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

CHAPTER IX

Languages

Rule 39

English, French and Russian shall be the languages of the High-level Preparatory Meeting.

Rule 40

Speeches made in any of the languages shall be interpreted into the other

languages of the High-level Preparatory Meeting.

CHAPTER X

Records

Rule 41

As soon as possible, the text of all reports, resolutions, recommendations and other formal decisions made by the High-level Preparatory Meeting shall be communicated to the delegations participating in the High-level Preparatory Meeting, to all other Members of the United Nations, to the specialized agencies and to all other international organizations and institutions concerned.

CHAPTER XI

Publicity of meetings

Rule 42

The sessions of the High-level Preparatory Meeting shall ordinarily be held in public. The High-level Preparatory Meeting may decide that a particular session or sessions shall be held in private.

CHAPTER XII

Participation of specialized agencies.

Rule 43

In accordance with the agreements concluded between the United Nations and the specialized agencies, the specialized agencies shall be entitled:

(a) To be represented at meetings of the High-level Preparatory Meeting;

(b) To participate, without the right to vote, through their representatives, in deliberations with respect to items of concern to them and to submit proposals regarding such items which may be put to the vote at the request of any State participating in the High-level Preparatory Meeting.

CHAPTER XIII

Participation of other intergovernmental organizations

Rule 44

Representatives of intergovernmental organizations accorded permanent observer status by the General Assembly and of other intergovernmental organizations designated on an ad hoc basis by the High-level Preparatory Meeting may participate, without the right to vote, in the deliberations of the High-level Preparatory Meeting on questions within the scope of the activities of the organizations.

CHAPTER XIV

Participation of non-governmental organizations

Rule 45

Relevant non-governmental organizations in consultative status with the Economic and Social Council and other non-governmental organizations accredited to the High-level Preparatory Meeting may be given an opportunity to address the Meeting briefly in plenary meetings. Any oral intervention by a non-governmental organization should, in accordance with normal United Nations practice, be made at the discretion of the presiding officer and with the consent of the appropriate body of the High-level Preparatory Meeting. If the number of requests is too large, the non-governmental organizations shall be requested to form themselves into constituencies, each constituency to speak through one spokesperson.

CHAPTER XV

Report

Rule 46

The High-level Preparatory Meeting shall submit a full report on its activities and plans to ECOSOC through the Economic Commission for Europe.

CHAPTER XVI

Amendments and suspensions of the rules of procedure

Rule 47

Any of these rules of procedure may be amended by a decision of the High-level Preparatory Meeting taken by a two-thirds majority of the States participating present and voting, after the Bureau has reported on the proposed amendment.

Rule 48

Any of these rules may be suspended by the High-level Preparatory Meeting provided that 24 hours' notice of the proposal for the suspension has been given,

which may be waived if no representative objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

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